

## PAG – SEMESTER CLOSE-OUT Spring 2010 – FR-JR

Process Steps	Details
<b>Step 1: Follow packet guidelines and deadlines</b>	<ul style="list-style-type: none"> <li>➤ Sure failures due Fri. 5/14 -include both QT. grades &amp; comments to help counselor determine placement</li> <li>➤ Failures due <b>Fri. 5/28 at 8:00 A.M. from Thurs.</b> finals and <b>again at 2:30 P.M. for Friday</b> finals</li> <li>➤ Check dates/times of finals</li> <li>➤ Check deadline for close of Skyward &amp; for grades to be submitted.</li> </ul>
<b>Step 2: Determine who must take finals</b>  <b>Post list in your room to notify students on/before 5/26!</b>  <b>Take attendance each hour of final exams</b>	<ul style="list-style-type: none"> <li>➤ 3 tardies to your class, 9 cumulative tardies, <b>more</b> than 3 absences(<b>field trips/funerals do not count</b>), 1 skip, F for either quarter, transfer student after first 3 days of sem. , or absent on MAD</li> <li>➤ Post list in room to notify students &amp; revise as Needed, especially as a result of <b>Mandatory Attendance Day – 5/26!</b></li> <li>➤ Your record is law. (Skyward absences may differ from your own record.)</li> <li>➤ Email (deans' office/counselor) attendance of those required to take the final. -include both quarter grades</li> <li>➤ <b>Thurs., 5/27 → EB 1, 2, 3 – Fri., 5/28 → 4, 5, 6</b></li> <li>➤ Students <b>must stay the entire time</b>, even if finished early! If they leave early, the final grade is an F. (See <b>no show details</b>)</li> <li>➤ Students only attend the finals necessary; other times they should be in the cafeteria or off campus</li> </ul>
<b>Step 3: Use nine-weeks-tests as framework for final exams</b>	<ul style="list-style-type: none"> <li>➤ Plan review activities. -crossword puzzles, interactive games, group review sessions, etc.</li> </ul>
<b>Step 4: Figure grades</b>  <b>NO SHOW for FINALS?</b>	<ul style="list-style-type: none"> <li>➤ Check your skyward settings: 40/40/20</li> <li>➤ Only count final exam grades that help students who opted to take the exam.</li> <li>➤ Double check both quarter grades for rounding Purposes. <b>***See additional handout***</b></li> <li>➤ Mark comment #16 on grade posting.</li> <li>➤ Grade for exam 0%, grade for semester 1%</li> </ul>
<b>Step 5: Double check grades &amp;</b>	<ul style="list-style-type: none"> <li>➤ Print 2copies: one to submit to the principal's</li> </ul>

<b>print proof sheets</b>	office and one for your record. ➤Print semester grade book to submit also ➤ <b>Due Fri., 5/28 by 4 P.M.</b>
<b>Step 6: Plan for next year</b>	➤Submit copies to the office. -classroom expectations/procedures -syllabus -icebreaker materials
<b>Step 7: Wrap up all “business”</b>	➤Collect all textbooks and update finalized list ➤Finish all parent conferences, homebound issues, incomplete finals, etc.
<b>Step 8: Checkout for summer</b>	➤Complete closing per your dept. chair ➤ <b>Complete checklist in packet</b>